

REQUIREMENTS TO OBTAIN A COMMERCIAL BUILDING PERMIT

- The Permit and License office verifies the General Contractors state license and business license.
- All commercial jobs/permits must go through the Plan Review office.

If drawings are submitted, once approved the plans are staged in the pick-up area with all corresponding documents (with the exception of any unpaid Fire Marshal permits) for the General Contractor to purchase the building permit and receive the approved drawings.

- General Contractor – Must bring a copy of the following with him to purchase the building permit.
 1. Georgia General Contractor State License.
 2. Georgia General Contractor Business License.
 - The business license must be registered annually with Clayton County. (\$35.00 Fee)
 3. Drivers License of the licensed General Contractor.
 4. If, the General Contractor chooses to use his authorized agent to pull the building permit his agent must have copies of the **above information** and...
 - Secretary of State Authorized Permit Agent Form (sos.ga.gov) signed by the state licensed general contractor and notarized.
 - Agent's driver's license.
 5. Payment for the building permit. Cash, Visa, Master Card, personal or business check made payable to *Clayton Co. Community Development*. Starter checks are not accepted for payment. Cashiers office closes at 4:30 p.m.
 - Payments for the Fire Marshal permit are separate. Payment can be made by cash, money order, or check made out to the *Clayton Co. Fire Department* and is paid to the Fire Marshal.

INSPECTIONS

- Inspections must be requested by the General Building Contractor or his superintendant.
- The General Contractor calling for commercial inspections may request **rough inspections** separately (with the exception of wood framing all rough inspections must be ready the same day). For instance, the electrical wall cover, HVAC ceiling cover, plumbing wall cover, etc...may be scheduled on different dates.
- No individual trade **final inspections** will be done. The building and all other trades involved must be ready for the final inspection on the same day.